

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

\*TRADOC Memorandum 1-3

1 September 2005

Administration  
**DISTINGUISHED VISITORS TO HQ, TRADOC**

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**Summary.** This revision establishes policies, responsibilities, and administrative procedures governing distinguished visitors to Headquarters (HQ), United States Army, Training and Doctrine Command (TRADOC).

**Applicability.** This memorandum applies to all HQ, TRADOC staff activities.

**Suggested improvements.** The proponent of this memorandum is the TRADOC Secretary of the General Staff (SGS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC (ATCS-XE), 33 Ingalls Road, Fort Monroe, Virginia 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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\* This memorandum supersedes TRADOC Memorandum 1-3, 21 August 1995.

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**1. Purpose.** This memorandum establishes policies and procedures to standardize the hosting of distinguished visitors (DVs) to HQ, TRADOC. Categories of DV are as follows:

a. **Category 1a.** U.S. general officers (GOs), civilian equivalents, and senior executives at the three-star level and above.

b. **Category 1b.** U.S. GOs, civilian equivalents, and senior executives at the one- or two-star level.

c. **Category 2.** Foreign GOs and civilian or positional equivalents.

d. **Category 3.** Foreign colonels and civilian or positional equivalents.

e. **Category 4.** Other visitors for whom the command may have special interest.

**2. References.** Appendix A contains the required publications.

**3. Explanation of terms.** See the glossary for an explanation of terms used in this memorandum.

## **4. Responsibilities.**

a. TRADOC Deputy Commanding General/Chief of Staff (DCG/CofS) will:

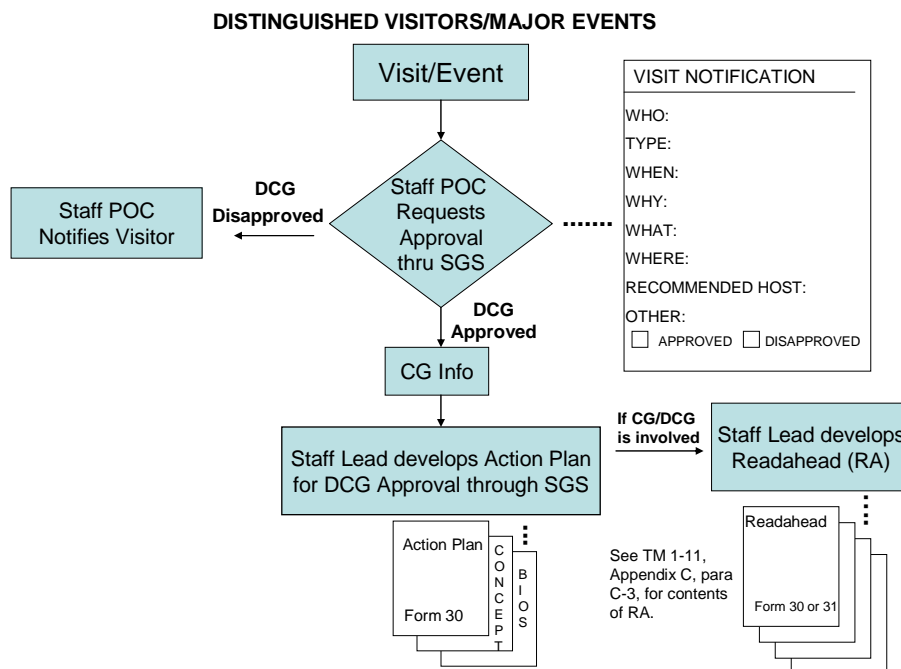
(1) Review and approve all visit requests except Category 3 visitors (see fig 1).

(2) Designate lead for Category 2 and 4 visits, and by exception, Category 3 visits.

(3) Approve action plans for Category 1a, 1b, and 2 visits prepared by the lead.

(4) Approve the expenditure of official representation funds in excess of \$1,000; Assistant Chief of Staff approves expenditures under \$1,000.

b. HQ, TRADOC Deputy Chiefs of General and Chiefs of Special Staff will:



**Figure 1. Distinguished visitors/major events flow chart**

(1) Electronically report all proposed DV visits for inclusion on the HQ TRADOC Distinguished Visitors and Significant Events calendar to the Office of the Secretary of the General Staff (SGS) and Chief, Executive Services Division (ESD) using the Visit Notification format figure 2.

(2) Serve as TRADOC lead for visits when directed by the DCG/CofS. When spouses are part of the visiting party, the TRADOC lead will also assume responsibility for the spouse's portion of the visit. Generally, Congressional Affairs Office will take the lead on all congressional or political visits; TRADOC Futures Center (FC) will take the lead on all foreign visits, exceptions submitted on visit request form with recommended TRADOC lead for DCG/CofS approval; others determined by the DCG/CofS based on the nature of the visit.

(3) Perform those tasks noted in table 1, as well as other normal operational procedures associated with planning and executing visits by DVs.

c. TRADOC ESD will:

(1) Provide assistance on all visits as indicated in table 1.

<b>VISIT NOTIFICATION</b>	
<b>WHO:</b>	
<b>TYPE:</b>	
<b>WHEN:</b>	
<b>WHY:</b>	
<b>WHAT:</b>	
<b>WHERE:</b>	
<b>RECOMMENDED HOST:</b>	
<b>OTHER:</b>	
<input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<b>APPROVED</b>	<b>DISAPPROVED</b>

**Figure 2. Format to report DV visits**

(2) Update and publish the HQ TRADOC Distinguished Visitors and Significant Events roster weekly.

(3) Prepare funding requests, with the TRADOC lead's input, for all visits requiring the use of official representation funds and seek legal review as appropriate. Submit request for approval to the Assistant Chief of Staff for requirements under \$1,000.00 and to the DCG/CofS requests over \$1,000.00.

(4) Provide action officer (AO) with all available background information concerning DVs previous visits.

(5) Assign a coordinator for Category 1a, 2, and 4 visits. By exception, ESD coordinator may be assigned to other category visits.

**Table 1**  
**TRADOC DV check list**

Visit Tasks/Services	Category				
	1a	1b	2	3	4
Prepare Invitation Lists, Invitations, and Track RSVPs	ESD	Lead	ESD	Lead	ESD
Coordinate Principals Itinerary/Agenda	Lead	Lead	Lead	Lead	Lead
Coordinate Spousal Itinerary/Agenda	Lead	Lead	Lead	Lead	Lead
Publish Final Itineraries/Agenda	ESD	Lead	ESD	Lead	ESD
Coordinate Briefing Attendees	Lead	Lead	Lead	Lead	Lead
Prepare Form 30 for .0012 Fund Use	N/A	N/A	ESD	ESD	ESD
Recommend Mementos	N/A	N/A	ESD	ESD	ESD
Prepare Mementos for Presentation	N/A	N/A	ESD	ESD	ESD
Provide Ground Transportation	ESD	Lead	ESD	Lead	ESD
Coordinate and Serve Meals and Refreshments	ESD	Lead	ESD	Lead	ESD
Prepare Seating Plans, Place Cards, Menu Cards, Tent Tags, and Name Badges	ESD	Lead	ESD	Lead	ESD
Coordinate Lodging	ESD	Lead	Lead	Lead	ESD
Coordinate Photographic Support	ESD	Lead	ESD	Lead	ESD
Prepare Welcome Packets	ESD	ESD	ESD	ESD	ESD
Assign Escort Officers	Lead	Lead	Lead	Lead	Lead
Brief Escort Officers	ESD	Lead	Lead	Lead	ESD
Track VIP Travel	ESD	Lead	Lead	Lead	ESD
Arrange Flag Displays	ESD	ESD	ESD	ESD	ESD
Plan Arrival Ceremonies	ESD	N/A	ESD	N/A	N/A
Brief Ceremony Participants	ESD	N/A	ESD	N/A	N/A
Prepare Readheads	Lead	Lead	Lead	Lead	Lead
Plan Special Events	ESD	Lead	ESD	Lead	ESD
Reserve Morelli Auditorium	Lead	Lead	Lead	Lead	Lead
Reserve the Command Conference Room	Lead	Lead	Lead	Lead	Lead
Conduct Route Recon and Consider Alternate Routes	Lead	Lead	Lead	Lead	Lead
Verify Contact Information	Lead	Lead	Lead	Lead	Lead
Greet & Farewell Visitors	Lead	Lead	Lead	Lead	Lead
Arrange Office Calls	Lead	Lead	Lead	Lead	Lead
Set Up for Office Calls (DCG/CofS & Commanding General (CG))	ESD	ESD	ESD	ESD	ESD
Schedule/Conduct In Process Reviews (IPR)	Lead	Lead	Lead	Lead	Lead
Clear Briefing Materials through Deputy Chief of Staff for Intelligence (DCSINT)	Lead	Lead	Lead	Lead	Lead
Notify Post Provost Marshal of all Visitors	Lead	Lead	Lead	Lead	Lead
Prepare After Action Report (AAR)	Lead	Lead	Lead	Lead	Lead

(6) Maintain a gift locker with an assortment of gifts for presentation to authorized recipients in accordance with AR 37-47. Maintain a pictorial inventory of gifts available for presentation.

(7) Update command group on itinerary changes confirmed with lead organization AO.

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(8) Have available several preplanned spouse itineraries for accompanying spouses.

(9) Have available a comprehensive listing of select restaurant options in Norfolk, the Peninsula, and Williamsburg areas for use in preparing visits.

(10) Coordinate any senior spouse requirements.

d. TRADOC FC, International Army Programs Directorate, will:

(1) Take TRADOC lead responsibilities on all Category 2 and 3 visits. By exception, prepare visit notification template to recommend lead change, based on area of interest, for DCG/CofS approval.

(2) Research foreign visit requests to determine visit focus, host, and briefing topics to include content and expected outcome; confirm members of visiting party; confirm dietary restrictions and preferences; and provide SGS, ESD with timely confirmation of gift(s) to be presented by the TRADOC host.

(3) Immediately upon receipt of a Category 2 visit request, provide a completed visit notification to the SGS who will forward it to the DCG/CofS for approval.

(4) Provide Deputy Chief of Staff for Intelligence (DCSINT) Foreign Disclosure Office (ATIN-SD) with visit request approval or disapproval not later than (NLT) the suspense date set by HQ, Department of the Army (HQDA).

(5) Upon notification of DCG/CofS visit approval, prepare action plan that details all events and social plans for the visit for DCG/CofS approval.

(6) Determine foreign visitor's language capability. Arrange for interpreters and translation requirements as required by the DCG/CofS and/or CG.

(7) Enlist the assistance of the HQ, TRADOC Foreign Liaison Officer as appropriate.

(8) Execute those responsibilities outlined in table 1, as well as other normal operational procedures associated with visits of foreign DVs.

e. TRADOC DCSINT (Security Directorate, Foreign Disclosure Office) will:

(1) Process all self-invited foreign visit requests assigned to HQ TRADOC which are processed on the automated Foreign Visit System. Review and forward Category 2 and 3 visit requests to TRADOC FC for appropriate action and provide information copy to TRADOC SGS, ESD.

(2) Inform HQDA (DAMI-CI) of HQ TRADOC DCG/CofS visit approval or disapproval.

(3) Provide lead organization AO briefer support with disclosure and clearance process.

f. The Fort Monroe Provost Marshal Office will take appropriate measures to ensure security and safety of visitors.

g. Post Plans and Training will:

(1) Post visits on the main gate marquee.

(2) Orchestrate support for arrival ceremonies upon request.

h. The TRADOC lead will:

(1) Accomplish all responsibilities and tasks to include planning, coordinating, and executing the visit.

(2) Schedule and conduct IPR as required to the CG or DCG/CofS NLT 14 days prior to visit. The ESD will be notified to attend all In Process Reviews.

(3) Ensure briefing materials for foreign visitors are cleared for release through the DCSINT Foreign Disclosure Office.

(4) Prepare an After Action Review or Executive Summary, as required, for the DCG/CofS, to include names and positions of visitors, briefings and briefer(s), major points of interest and/or visitor questions, and follow-on actions, problems, and recommendations.

i. The action/escort officer will:

(1) Prior to visitor arrival:

(a) Receive ESD escort officer briefing.

(b) Conduct reconnaissance to ensure familiarization of all routes associated with the itinerary to include buildings, conference rooms, and offices to be visited, as well as

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ceremonies, if applicable. Determine and recon alternate routes of travel.

(c) Be familiar with Fort Monroe history and local landmarks.

(d) Verify contact information.

(2) Upon arrival: Greet visitor(s) and secure luggage.

(3) During visit:

(a) Escort visitor(s) to briefings, meals, and social functions.

(b) Ensure visitor's official itinerary is followed and that the visitor is comfortable with the flow.

(c) Should visitor(s) request changes to the itinerary, immediately notify the lead.

(4) Upon departure:

(a) Remain with the visitor(s) until actual departure and wheels up.

(b) Notify ESD of visitor departure and provide outbrief of events.

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## **Appendix A References**

DoD Directive 7250.13  
Official Representation Funds

AR 37-47  
Representation Funds of the Secretary of the Army

AR 380-10  
Foreign Disclosure and Contacts with Foreign Representatives

TRADOC Memorandum 1-11  
Staff Procedures

TRADOC Regulation 1-9  
U.S. Army Training and Doctrine Command (TRADOC) Senior Officer  
Orientation Program



TRADOC Regulation 10-5  
Organization and Functions, U.S. Army Training and Doctrine  
Command

## **Glossary**

### **Section I Abbreviations**

AAR	After Action Report
AO	action officer
AR	Army Regulation
CG	Commanding General
DCG/CofS	Deputy Commanding General/Chief of Staff
DCSINT	Deputy Chief of Staff for Intelligence
DV	distinguished visitor
ESD	Executive Services Division
FC	Futures Center
HQ	headquarters
HQDA	Headquarters, Department of the Army
IPR	In Process Review
GO	general officer
NLT	not later than
SGS	Secretary of the General Staff
TRADOC	Training and Doctrine Command

### **Section II Terms**

#### **action officer (AO)**

The individual designated by the TRADOC lead with the responsibility for coordinating all aspects of the visit.

**assist**

TRADOC organizations or staff elements at higher headquarters directed to provide augmentation or other support to a lead for a function, task, or role. The organization aids, complements, or sustains another organization and is responsible for providing the assistance the lead organization requires.

**distinguished visitors**

Individuals who, based upon rank or position, will receive special consideration during official visits to HQ, TRADOC.

**escort officer**

The individual designated by the TRADOC visit lead to escort visiting DV and keep the AO apprised of significant changes/occurrences during the visit.

**lead**

The TRADOC organization or staff element having primary responsibility for a function, task, or role a higher headquarters assigns. The organization which receives assistance from another organization(s) or staff element(s), and is responsible for ensuring that the supporting organization(s) or staff element(s) understands the assistance required.

**non-United States sponsored foreign visits (self-invited)**

Foreign visits to HQ, TRADOC which do not involve the expenditure of U.S. government funds other than representation funds.

**official representation funds**

Funds designated to be used to extend official courtesies to authorized guests as described in AR 37-47, paragraph 2-1.

**United States sponsored foreign visits**

Foreign visits to HQ, TRADOC which involve the expenditure of operational funds in addition to representation funds.

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